

Additional Class Information

Weather:

Albuquerque's altitude is 5,314 feet. Visitors should take necessary precautions to prevent exhaustion, overexposure and overheating during physical activities. There are four distinct seasons, but all are characterized with sunny days. Wear sunglasses and drink plenty of fluids to prevent dehydration.

Average Temperatures:

- December through March: Cold and windy with occasional light snow; 25-70 degrees
- April through May: 40-80 degrees
- June through July: Very hot and dry; daytime temperature 90 degrees to low 100's
- August through September: Monsoon season; warm temperatures with afternoon thunderstorms likely
- October through November: 40-70 degrees

Transportation:

Students will be billeted on the east side of base, approximately 3 miles to training location and dining facility. Recommend rental car or call Kirtland Vehicle Operations at DSN: 246-2297 to request a U-Drive-It vehicle.

TDY Travel Orders Preparation (AETC-funded Quotas Only):

- "Variations Authorized": Variations are NOT authorized when attending a school or course.
- Rental car: Rentals must be under the unit fund cite, not the TDY-to-School fund cite.
- POV travel: Use "Mileage reimbursement and per diem ..." and NOT "more advantageous to the government."
- Meals: All are available at Kirtland AFB.
- Verbal Orders/Confirmatory Verbal Order (VOC – Verbal Order of Commander): Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time or errors prevent written orders from being published in advance of travel. Confirmatory orders can be amended if done before completion of the TDY. If an amendment is needed after the member returns from the TDY, the order has to be revoked and a new confirmatory order generated. Use the following statement on the order/amendment as follows: "The verbal orders of the Commander (VOC) on [date] are confirmed; circumstances preclude written orders in advance." Confirmatory orders cannot be amended once the member has completed the TDY.
- Orders Block 18: Ensure this block (Travel Approving/Directing Official) is filled in.
- Orders Block 22: Ensure orders have a valid travel order number (For example, "DOKIRTLANDAFB022413_A01-01" is not a travel order number; the travel order number is SIX digits – alpha/numeric: 1ESP5B, ESS88X, etc.).